

**New Jersey Department of Education
Division of Student Services
Office of Program Support Services
P.O. Box 500, 100 Riverview Plaza, Second Floor
Trenton, New Jersey 08625-0500**

New Jersey Character Education Partnership (NJCEP) Initiative

**Application for State Aid Funding
Fiscal Year 2004**

Instructions: Please review and complete the application. This application can also be found on the New Jersey Department of Education Web site at: www.state.nj.us/njded/chared. Original signed applications must be submitted by Friday, October 17, 2003 and mailed to the address identified above. If you have any questions regarding this application, please contact Erika Kelley at (609) 292-1294 with the Office of Program Support Services.

***NJDOE will only accept applications submitted by district superintendents.**

District Information

Name of District: _____ District Code: _____

Name of County: _____ County Code: _____

District Character Education Coordinator

Identify one district character education coordinator who will serve as the lead contact person to receive character education information and materials from the Department to share with additional district staff as appropriate.

Name: _____ School Name: _____
Address: _____ City, State, Zip Code: _____
Phone: _____ FAX Number: _____
Email: _____

School Building Information *

Name of School Building(s) to Implement Character Education	Grade Levels Participating in Character Education in Each Building	Total Number of Students Participating in Character Education in Each Building

***If the district's allocation and plan includes implementation of character education in more than three buildings, please attach a list of these schools including the information listed above.**

Selection of District Character Education Program(s)

The district has the following four options when selecting program(s) to implement:

- 1) Programs identified in the *NJ Character Education Program Resources Profile Directory* (see the New Jersey Department of Education Web site at [www.state.nj.us/njded/chared.Profile Directory](http://www.state.nj.us/njded/chared.ProfileDirectory) will be updated on Web site after September 30, 2003 and disseminated to each district superintendent's office).
- 2) Alternative Programs (any program not listed in the *Profile Directory*).
- 3) Homegrown Programs (any program, process, service or activity which the district or school has developed and implemented on its own).
- 4) Any combination of program options listed above.

Check district selections:

_____ **Option #1 - Identify Name of Program(s) listed in the *NJ Character Education Program Resources Profile Directory*:**

Note: Include Letter of Intent if your district/school has chosen one or more program(s) from the *Character Education Program Resources Profile Directory for Fiscal Year 2003-04*. Provide a *Letter of Intent* from **each** contracted vendor indicating a willingness to assist your school district in implementing character education programs, services and/or activities during FY 2004 (see attached sample *Letter of Intent*).

_____ **Option #2 - Identify Name of Alternative Program(s) not listed in the *NJ Character Education Program Resources Profile Directory*:**

Note: Include Letter of Intent if your district/school has chosen one or more alternative program(s) not listed in the *Profile Directory*. Provide a Letter of Intent from **each** contracted vendor indicating a willingness to assist your school district in implementing character education programs, services and/or activities during FY 2003 (see attached sample *Letter of Intent*).

_____ **Option #3: - Identify Name of "Homegrown Program(s)":**

For Option #3 - Describe the homegrown program. Use space below or a separate page if necessary. Limit response to one page.

Report of Project Outcomes for 2002-2003

Complete attached the Project Outcomes Form **only** if your district/school participated in the *New Jersey Character Education Partnership (NJCEP) Initiative* during fiscal year 2002-2003. **Please complete one form for each participating school building and include in this application packet.**

Statement of Assurances

The applicant hereby assures the New Jersey Department of Education that:

1. Funds received under the *New Jersey Character Education Partnership (NJCEP) Initiative* will be used solely for the direct support of character education programs, services, and activities.
2. Upon receipt of an approval letter from the Office of Program Support Services, the district may then begin to spend the funds allocated for this initiative.
3. The character education program model(s) selected will be infused into the Core Curriculum rather than implemented as a stand-alone program.
4. Funds will be used only to supplement not supplant state and local funds that, in the absence of such funds, would otherwise be spent for such activities.
5. The district agrees to cooperate with the department in areas of program reporting for monitoring and evaluation.

Signature

I certify that the information contained in this application is correct and complete and that the district has authorized me, as its representative, to give the above assurances and to file this application.

Name of Chief School Administrator: (Print) _____

Signature: _____

District: _____

Address: _____

Telephone: _____ Date: _____

The application deadline is Friday, October 17, 2003. Please mail the signed original application to the following address: Erika Kelley, Educational Program Development Specialist, NJ Department of Education, Division of Student Services, Office of Program Support Services, PO Box 500, 100 River View Plaza, Trenton, NJ 08625-0500. Phone: (609) 292-1294, FAX: (609) 633-9655.